



SADHANA EDUCATION SOCIETY'S
(Registered under society's act of 1860 & Bombay Public Trust Act 1950)
Linguistic (Gujarati) Minority
L. S. RAHEJA COLLEGE OF ARTS & COMMERCE
Estd : 1980
Relief Road, Santacruz (W), Mumbai - 400 054.
Tel.: 2660 9320 / 2661 4101 • E-mail : degree.office@lsraheja.org / principal@lsraheja.org
Website : www.lsraheja.org

Standard Operating Procedure (Sop)

CAS

- Write a Letter to H.O.D. to seek permission to apply for CAS
- Based on eligibility for CAS, H.O.D. will forward application to Principal (c.c. to candidate and IQAC)
- Get Login I.D. and Password from office after approval from Principal
- Fill the Online form on <https://affiliation.muonline.org.in>
- Pay online CAS Fees
- Write a letter to Principal to forward the CAS Form to the University
- Prepare one file with index and get it verified by H.O.D. & IQAC Team
- Prepare 4 files and fill IQAC CAS form

Keep Documents Ready:

- Educational Qualifications
- M.Phil./Ph.D./NET/SET Details
- Certificate of Participation in Orientation/Refresher Course
- Appointment Letters
- Previous Promotion Letters
- Approval Letters
- Experience Letters
- Minority Certificate of the College
- Achievements
- Activity conducted
- Any other documents required for CAS


PRINCIPAL